



Development Services

1775 12th Ave NW
Issaquah, WA 98027
PH: 425-837-3100
issaquahwa.gov

Site Work Construction Permit Submittal Requirements

The following items must be provided in order to properly apply for a site work permit, including new construction and additions. Plans and application will not be reviewed if information is incomplete. The applicable department director may require additional information or materials when necessary to augment a permit application.

NOTE: A Pre-Submittal Meeting may be required prior to a permit submittal. Please contact the Permit Center at 425-837-3100 for more information.

How to Apply

1. Gather all documents as required by this submittal requirement packet
2. Save all documents in PDF format per the [Electronic Plan Requirements](#)
3. Go to MyBuildingPermit.com and apply

I. Application Checklist

The checklist below is an overview of the City's submittal requirements for all written documentation. For a comprehensive list of requirements, please review the remainder of this guide. Please note that permit applications missing one or more items listed are considered incomplete and will delay the permit review process.

✓ = Required • = If Applicable, contact the permit center for verification

✓	Item
Forms	
✓	Utility Application
✓	Temporary Erosion and Sediment Control (TESC) Report form
Plans and Drawings	
✓	Plan set must be in one pdf and comply with our Electronic Plan Requirements
Supporting Documents	
✓	Geotechnical Design Report (See Soils Report Requirements handout)
✓	Copy of Recorded Easements
✓	Civil Structural Calculations stamped by Washington State Professional Engineer
✓	Stormwater Technical Information Report (TIR) For projects 2,000 – 5,000sf submit Stormwater Technical Information Report (TIR) for small sites form For projects over 5,000sf submit Stormwater Technical Information Report (TIR) for large sites . See Civil Storm Drainage / TESC / Utilities Plans section of this document
•	Transportation Management Plan , if applicable (see land use conditions)
•	Solid Waste Service Company Approval of Access and Collection Space Standards
Intake Fee	
	Plan check fee deposit (50% of the Permit Fee) required at time of submittal. Cash or check only. (other permit fees will apply – see Permit Technician for more information) Based on project valuation.

II. Plan Set General Requirements

1. Format

All drawings submitted shall conform to the following requirements:

- a. **Sheet size:** 24"x36" (preferred) or 30"x42"
- b. **Title Block:** Locate on right hand margin and provide:
 - Project name
 - Drawing title and drawing number
 - Revision block
 - Project address
 - Name and address of firm or contact responsible for the drawing
 - Washington State registered Architect / Engineering stamp and signature
- c. **Approval Block**
- d. **Scale:** Unless site size dictates a different scale, site (civil) drawings: 1'=20'
- e. **Details:** All construction and structural details **must** be cross referenced and included in the full size plan set. Do not submit details in a separate document packet.
- f. Show **North Arrow:** All drawings must include a north arrow

III. Required Component Index (see section IV for specific requirements)

- | | |
|---|--|
| <input type="checkbox"/> Cover Sheet | |
| <input type="checkbox"/> Site Plan | |
| <input type="checkbox"/> Civil Grading Plan | } May be combined or separated into one or more sheets |
| <input type="checkbox"/> Civil Drainage Plan | |
| <input type="checkbox"/> Civil Utilities Plan | |
| <input type="checkbox"/> Civil Paving Plan | |
| <input type="checkbox"/> TESC Plan | |
| <input type="checkbox"/> Survey | |

IV. Plan Set Components

The information described under the drawing titles is a minimum requirement for building permit submittal. The logical arrangement of the required information is left up to the applicant.

1. Cover Sheet

- a. **Site area** in square feet and acres
- b. **Vicinity Map**
- c. **Sheet Index**
- d. **Site data Summary**
 - I. Existing and proposed pervious and impervious surfaces
 - II. Cubic yards of cut / fill
- e. **Project Contact Information**

2. Site Plan

- a. **Property lines:** Show the location and dimensions. Please indicate point of beginning if the legal description is a metes and bounds description.
- b. **Adjacent right-of-way:** Locate and label the existing centerline, curb, sidewalk, and all proposed surface hardware. Distances to right-of-way centerline must be indicated. Indicate road type and design speed.
- c. **Streets and alleys:** Show location, name or number of all streets and alleys adjacent to the site. Show any off-site easements or private streets that provide access from the site to a public road. Show edge of pavement, curb, gutter, sidewalk, street trees, and any other road appurtenances.
- d. **Easements:** Show the location for all existing and proposed utility, open space, drainage, native growth protection, and access easements, and accurately dimension. Show all Tracts.

- e. **Existing and proposed structure:** Show location, overall dimensions and use of all existing and proposed buildings and structures on the site; show distances to property lines.
- f. **Setbacks** to property lines, including between buildings, architectural features and retaining walls.
- g. **Indicate** Water Meter location, meter size, supply, service line sizes, standpipes and fire department connections.
- h. **Utility locations** including side sewer, gas, power, water and storm
- i. **Pedestrian circulation:** Show the layout of all internal walkways and connection to public sidewalks, trails and/or right-of-ways. Provide details and enlargement of pedestrian areas, including handicapped ramps.
- j. Clearly indicate **demolitions** and **additions**.
- k. **Indicate** all plazas, patios, courtyards, and play areas
- l. **Indicate** location of mailboxes, utility vaults, hydrants, fire department connection, electrical equipment pads, flagpoles, all exposed HVAC equipment, and traffic signs.
- m. **Parking and circulation:** Locate and dimension all entry drives. Show the proposed layout including parking stall angle, bay and aisle width, and provide typical dimensions for stall width and length to the wheel stop. Locate and dimension on-site loading areas.
- n. Indicate compact, full size, and accessible **parking** spaces. Show dimensions of all garages and indicate proposed tandem parking spaces. Indicate signage for compact and handicapped spaces. Indicate bike racks and loading spaces. Indicate overhangs.
- o. **Planting and vegetation area:** Show all areas for new planting and all areas of existing vegetation to be retained. Please ensure that landscaping plans are compatible with the architectural site plan. Show above ground utilities on landscape plans.
- p. **Walls, rockeries and fences:** Indicate location, length and height. Provide section and elevation details for new construction. Indicate utility crossings.
- q. **Spot and topography elevations:** Show surface elevation at each corner of the site. For sites with slopes greater than 10%, show existing and proposed contours at 2' intervals. Indicate portions of sites with slopes greater than 15%. Locate temporary and permanent benchmarks.
- r. Indicate **dumpster or trash enclosures**
- s. All plans must be printed in the same orientation that the structure(s) will be built. We do not accept plans that are reflected or mirrored images. This includes site plans, floor plans, elevation and structural drawings.

3. Civil Grading Plan

Show existing contours as established by the topographical survey. Show proposed contours and clearly identify each. **Spot and topography elevations:** Show surface elevations For sites with slopes greater than 10%, show existing and proposed contours at 2' intervals. Indicate portions of sites with slopes greater than 15%. Locate temporary and permanent benchmarks.

- a. Spot elevations: Provide finished grade spot elevations for the following locations:
 - I. Around the structure(s) base at all corners
 - II. Within proposed paved areas at all corners, high and low points
 - III. At the top and bottom of all existing and proposed walls (rockery, retaining, etc.). Elevation at ends and high and low points
 - IV. At the top and bottom of all steps
 - V. At the top and bottom of all ramps
- b. Distinguish between areas of 15% to 40% slopes and slopes of 40% and greater.
- c. Show location, buffers, and building setbacks of all critical areas on site and adjacent to the site.
- d. Location and type of all retaining walls and/or rockeries and details.
- e. Show limits of clearing and grading.
- f. Location of all significant trees (see definitions sheet). Identify trees to be removed and retained. Identify tree species and diameter (at breast height) for each retained tree.
- g. Show surveyed floodplains, surface waters and wetlands.
- h. Show excavation and fill quantities.
- i. Show location of all proposed structures and impervious surfaces.

- j. Provide typical curb and gutter section showing elevations and dimensions (Indicate location of all existing utilities and lines, including electrical, telephone, gas, water, sewer, cable TV, storm, and fiber optic cables, structures and easements. Show sizes and types.
- k. Plans shall be stamped and signed by a Washington State licensed civil engineer.

4. Civil Storm Drainage / TESC / Utilities Plans

Additional requirements may be found in the [TESC Report supplemental document](#). Please include a copy of this supplemental document with your application submittal.

- a. Storm drainage plans and calculations in accordance with the City of Issaquah's Development Standards, edition current at the time of application for permits. Plans must be stamped and signed by a Washington State licensed civil engineer
- b. TESC Plan
- c. Surveyed location of all surface water features, floodplains, and/or wetlands
- d. Location of all contributing off-site drainage
- e. Location of existing storm drainage system
- f. Provide details of pollutant separation and treatment (oil/water separators, etc.)
- g. Location of proposed water and sewer service lines from mainline facility to building(s)
- h. Location of all proposed impervious surfaces
- i. Location of roof downspout connection to storm drain system

V. Additional Permits Required

1. Irrigation Backflow Device

A backflow device is required for any irrigation system. A separate over the counter plumbing permit must be pulled by the contractor performing the work.

2. Landscape Permit

Please coordinate with your planner for landscape submittal

3. Underground Fire Line

Contact the engineer reviewing your project for more information

4. King County Department of Health (Septic)

For lots not served by sewers, an approved septic design from the King County Department of Public Health is required prior to submitting a building permit application. You may contact them at:

Eastgate Environmental Health Services ([website](#))
14350 SE Eastgate Way ([map](#))
Bellevue, WA 98007
Phone: 206-296-4932